

## **ELIGIBILITY GUIDELINES**

**The First step** to completing the eligibility process you must provide proof of residency. Below is a list of what qualifies as proof of residency. You must provide #1 below if at all possible. If you can not then you can proceed to number 2 then 3 etc. You are only required to provide one proof of residency. The proof must be for the person applying for service unless it is a child. If a child it must be for parent that has custody of the child.

1. Driver's License from DMV
2. DMV - Identification Card (with present address)
3. Utility bill
4. Lease for residence
5. Letter from INS, Social Services, Social Security or any other agency
6. Cell phone bill or credit card bill
7. Bill from doctor's office, lab, hospital or medical facility.

Since we can only provide services to Loudoun County residents one of the above is required. If you can not provide proof of residency we can not see you for services. If you have a question whether an item would be appropriate for proof of residency please feel free to ask.

**The Second step** of eligibility is for people who are in the United States on a **Visa**. You are required to bring your Visa with you the date you are completing eligibility.

**The Third step** is to provide proof of income or proof of no income. There are many ways to accomplish this but each eligibility is unique so therefore you must bring proof of **All** that applies to your household from the list below. The list is broken down between proof of income and what you are required to bring and proof of no income if you do not work.

### **PROOF OF INCOME:**

1. Pay stubs from all persons in the household who are working. A minimum of 3 recent pay stubs up to 3 months. The more the better.
2. If you do not have or do not receive pay stubs you can have your employer write a letter on the business's letterhead paper stating your name, your hourly rate, your hours per week, date, his name and phone number at the office so we may verify information. If your hours change from week to week he/she would need to address this in the letter.
3. If you have Medicaid/Unicare for you or a family member that is applying for services you must bring the current card.
4. If you receive unemployment you must provide the letter stating the amount and the dates you are to receive payment.
5. If you receive child support or alimony you must proof through divorce papers, custody papers, letter from court system, or copies of the checks. The proof must state the frequency and the amount of the payments.

6. If you have applied to Social Services you can bring a letter from them stating what they used to determine your eligibility.
7. If you are self-employed you must bring your income tax return for the present year. If after April 30<sup>th</sup> you need to bring your ledger for the current quarters' expenses and income.
8. If you receive retirement benefits you must bring proof of the amount and frequency.
9. If you receive workman's compensation you must provide a document stating the amount and frequency.
10. If you receive military pay you must provide documents proving amount.
11. If you receive rental income, dividends, interest, royalties, money from an estate, money from a trust, gambling winnings, annuity payments, lump-sum payments, lottery winnings or any other type of earned or unearned income.

### **PROOF OF NO INCOME:**

1. Statement from employer stating your last day on the job. This is only used right after you loose your job. The letter must be on letterhead with the date, phone number and name of person we can contact to verify information.
2. Layoff notice from the employer.
3. Statement from the Virginia Unemployment Office denying unemployment compensation.
4. If you have no income and are living in a shelter they can provide a letter to verify you do not have any source of income.
5. If a church/Red-Cross or C-Cap is providing your shelter they can provide a letter to verify you do not have any source of income and they are supporting you and/or your family.
6. If you are living off of your savings you can provide the last three months of statements.
7. If you are off work without pay due to illness you must provide a letter from your employer stating you are off for medical reasons without pay. You must have your eligibility updated when you return to work.

### **MATERNITY SERVICES REQUIRE ELIGIBILITY BE DONE AND THAT YOU MEET CERTAIN GUIDELINES BEFORE AN APPOINTMENT CAN BE GIVEN.**

Please note that furnishing verification of income is voluntary. Patients may opt to pay maximum fees on the day that service is provided in lieu of providing proof of include. (This does NOT include Maternity services or flat fee services.) Appointments can NOT be given until the eligibility process is completed. The person (unless a child) must present themselves to the health department for the eligibility process. We **do not** process eligibilities over the phone, via mail or fax.

You are required to update your eligibility status a **minimum** of once a year if everything remains the same. If at **anytime your financial situation**

**changes** it is your responsibility to bring in the appropriate documentation. If your eligibility expires and you come in for an appointment or chargeable service you will be responsible for the full fee or you will need to reschedule until after the eligibility process has been completed. If we charge you full fee you will have **ten days** to bring your eligibility information in to see if we can adjust any of the charge. **After the ten days you will be held responsible for the bill.**